

STAC Minutes October 17, 2005

Meeting held at: DNR Conference Center

In Attendance:

	Adams, Cheri		Kempker, Judy	x	Seiling, Joe
x	Anderson-Harper, Rosie		Krause, Guy		Smith, Pat
x	Avant, Cheryl		Matthews, Mechelle		Snyder, Mary
	Benedict-Wiseman, Geri		Mixon-Page, Lorraine		Struempf, Beverly
x	Bode-Oliver, Elaine		Mundell, Jessica		Verslues, Lisa
	Charrier, Jim		Oetting, Beth	x	Wilson, Barbara
x	Distler, Karen		Pasley, Jim		Wolken, Gail
x	Dudenhoefter, Keith	x	Robinett, Darlene		Yahnig, Ed
	Hillstrom, Victoria	x	Roesti, Jane		
	Horn, Denise	x	Russell, Nicki		
x	Howard, Bryan	x	Schulte, Lisa		
	Jackson, James		Scroggins, Cynthia		
	Donna Arnel, Guest; Deanna Treu for Bev Struempf				

Co-chairpersons Karen Distler and Joe Seiling called the meeting to order.

Minutes from the September meeting: Approved.

Updates and Information

Presentation from ASTD

Karen introduced Janel Schneiders, Central Missouri Chapter of ASTD (American Society for Training and Development), Vice President of Membership. Janel is a Training Specialist with Central Technology Services and presented to the group information about ASTD, what the organization offers to trainers, and information on membership. Below is a summary of Janel's presentation:

- ASTD has four chapters in the state: St. Louis, Kansas City, Springfield, and Central.
- The Central Missouri chapter includes professionals from Jefferson City, Columbia, Sedalia, the Lake, Fulton, and surrounding areas.
- The chapter meets once a month from 11:30 a.m. - 1:00 p.m.. At each meeting participants receive lunch, a presentation from a qualified speaker, and at least one tool that they can take back and use. Members can attend lunches for \$15.00. Non-members pay \$20.00
- Membership is \$50 a year.

- ASTD provides networking that can save development time through sharing of resources. They also have a Trade the Trainer program where trainers present to each other's agencies on topics of expertise.
- Once a year ASTD hosts the Spring Fling, a daylong conference for members.
- Persons can also join the ASTD National Chapter. Benefits include a training magazine and informational e-mails.

Conference Call with SAP/ Meeting on Strategic Plan Clarification

Karen reported on a conference call with SAP, one of the SAM II Upgrade vendors that was planned for September 29 (original meeting date of Oversight committee with long-standing members to discuss questions revolving around the strategic plan.) After connecting with SAP, the vendor was unable to complete the call because all parties were not available.

The group proceeded with the original intent of the meeting. Following is a summary:

- Outcome 1.4 shows the activity of requesting state-wide data on sharable facilities and equipment. This list was never posted to the Internet. Donna Arnel to follow up with Julie Brown (formerly of OA Planning and Development.)

Action: Donna to contact Julie

Note: Since the October meeting, Donna contacted Julie regarding the location of the originally submitted surveys. She indicated that the number of replies were limited.

Action : Per information from Julie, Oversight is working on locating the information.

- Outcome 3.5 discussed multi agency contract cooperation. It was suggested that a listing of contracts was on the OA Procurement site. A template for contracts is available. It was explained that if OA writes the contract, any agency could piggyback on it without sending an RFP.

Action: Donna to find out about state contracts

Note: Since the October meeting, Donna Arnell suggested contacting Renee Toul in Purchasing. Donna was unable to find the listing of statewide contracts. Oversight is following up on this.

- Outcome 4.2 is to showcase best practices. Whenever the *Foundations* (OA training calendar/brochure) is published, there is also a link to *Solutions*. Karen will update Teresa Maher with the STAC members' names so all will receive the e-mail.

Action: Request to Training Trends and Initiatives committee to discuss follow-through on this outcome to explore if this is still a goal, and if so, if *Solutions* is the best way to promote best practices.

- In the meeting we discussed the location of STAC records. Cynthia reported that OA has paper copy files in their office. A decision was made to keep electronic files and pass them along from chair to chair.

- Outcome 1.3 Funding through grants. It was clarified that STAC was not writing grants, but that universities would write grants to provide training to state agencies.
Action: Jim Pasley is checking into this in his meeting with Rolla's Management Training Institute.

Committee Reports

Before committees met, Karen introduced the Recommendation Form that committees will use when they are ready to make recommendations to STAC to be forwarded to the Personnel Advisory Board. The form should be submitted to the Oversight committee, then shared with STAC for discussion. After revisions, STAC will vote on the recommendation to move forward. (Form is attached to the minutes and will be posted on our web site.)

Action: Communications committee to post Recommendation Form to web site.

Communications

Darlene Robinette reported on STAC Web Site Progress

Darlene Robinett said the committee would begin updating the web site; it will no longer be updated by MOTEC. Darlene has attended Dream Weaver training. She is working on getting connections to the server at DOR. Our current web page link is through the OA web site. Darlene anticipates the web site to be up and running in November.

Curriculum Development

Jane Roesti reported

- In order to begin it's leadership initiative, the group will present an overview of *7 Habits of Highly Effective People* at the December meeting. If STAC receives buy-in from its member agencies, the group will work to develop a train the trainer course offered to all state trainers at the cost of materials only.
- The group decided that STAC should start a speaker's file to be put on our web site to include information about how the speaker was used, cost, etc.
Action: The committee will develop a recommended speakers form to be placed on the web site for trainers to use in recording reputable speakers.

Policy

Elaine Bode-Oliver reported

- The group is going to survey agencies to gain input on possible revisions of the 24 competencies listed in the Management Training Rule. Agencies will report on classes they offer that don't seem to fit the competencies. The group is looking at combining some of the competencies such as "Verbal and Written Communication."
Action: Barb Wilson will call Bryan Howard regarding agency's previously submitted lists of courses and competencies.

Training Trends and Initiatives

No one from this committee was in attendance.

Reminders

The next STAC meeting is November 14, 2005 at the Route 66, DNR Conference Center on East Elm. Presentation by CGIAMS demonstrating their Meridian LMS. Sign up to bring a covered dish for the December meeting.

Special meeting: November 22, 2005 in Room 478 of HSTOB (Truman Building) from 10:00 a.m. to 12:00 p.m. Presentation of the Oracle LMS by People Soft.

December 12 meeting: Networking and lunch followed by presentation--How to train *7 Habits of Highly Effective People*. To be held at the Conservation Credit Union Conference Room.

Meeting adjourned.

STAC Recommendation to the Personnel Advisory Board

Title of Recommendation: _____
Submitted By (Committee Name): _____
Date of Final Submission: _____

Brief **description** of suggested recommendation (One or two sentences):

How is this a change from the current policy? Provide any **background** or important history on this recommendation.

Provide a **rational** and justification for your recommendation, i.e., explain why this recommendation should be implemented. Include any data to support your view, including the number of persons affected and how often they are affected.

What are **projected benefits** and impact of the recommendation? Include any data to support your recommendation including numbers and percentages. How could this recommendation be a **cost savings** to the state? Include an estimated dollar amount in savings.